



Mail To:
 Webxites C/O Design & Graphics Dept.
 2500 Wilcrest Blvd. Houston, TX 77042
Or
Fax To: 713-780-2592

Customer Design Order Form

When our graphic artists are working on your design request, they will need clear and precise instructions from you. Whether you supply a mockup or written instructions, please be as clear and detailed as possible. If your instructions are unclear or confusing, your order may be delayed as we may need to contact you for clarification.

Instructions should be a written set of instructions that specify how your card should be built. This can be in a digital file, a mailed letter, or typed directly into the instructions field below while ordering online. In any case, please describe your layout as you envision it in as much detail as possible including font types, general size, position, and color, etc.

Design Order Ticket#		Request Date	
Company Name			Billing Telephone Number
			Alternate Telephone Number
Contact First Name		Contact Last Name	
E-mail Address			
Best Time Of Day To Contact		Contact Phone Number	Contact Phone Number
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening Time _____			Return Design Materials When Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No

ORDER REQUEST DETAILS

FILES INCLUDED

<input type="checkbox"/> Word Processing _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Logo _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Images _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Images _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Images _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Other _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Other _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Other _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready
<input type="checkbox"/> Other _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Camera-ready

SPECIAL INSTRUCTION (ANY EXTRA INSTRUCTIONS FOR THE DESIGNERS)